

~~SECRET~~~~CONFIDENTIAL~~~~ER-6-601~~

JAN 5 1955

MEMORANDUM FOR: Chief, Logistics Office

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SUBJECT : Courier Service for Records Center

REF ID: A674 NO CHARGE
REV. JUST 22
TYPE DOC. 02
ORG CLASS S

1. Shortly after 1 January 1955 the Records Center is to be moved. As material and records requested by the Headquarters components must be delivered from the Center, it appears that the most efficient method of operation is to have [] assume full responsibility for such delivery. At the present time this cannot be done because of lack of personnel []

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2. In order that the delivery service will be available when the Records Center is moved, the Logistics Office will provide the service until [] is in a position to assume the responsibility. At that time [] will be given two courier calling slips, together with related funds, and the Logistics Office will arrange for the transfer of the assignment of a panel truck to []. [] will then assume full responsibility for delivery of file material and records with personnel and vehicle []

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3. [] is authorized to arrange immediately for the recruitment and clearance of two courier type personnel. This may be accomplished by double slotting against the present Logistics Office table of organization.

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N G Lloyd /s/
for L. M. WHITE
Deputy Director
(Administration)

cc: Assistant Director for Personnel
Management Staff

SA/DDA:WHM:hh (4 Jan 55)

1 - DD/A chrono

1 - DD/A subject ~~SECRET~~~~CONFIDENTIAL~~